

Production Services LOTO Procedures

Introduction			
		Date	3/2/2005

Maintenance and repair of equipment is necessary to ensure the safe operation of Production Services equipment. The following Lockout / Tagout procedures are established to ensure that these operations are completed safely. If, under any circumstances, an authorized employee believes that performing maintenance or repair equipment jeopardizes his/her personal safety or the safety of others, then the work must be stopped until procedures and the work place can be reviewed to ensure a safe work environment.

Proper Personal Protective Equipment (PPE) must be worn at all times while maintaining and repairing equipment. It is the authorized worker's responsibility to ensure that PPE is used, and Production Services management's responsibility to supply PPE and machine specific training to ensure employee safety.

Equipment specific LOTO procedures include the following:

- ◆ Baum Folder
- ◆ Challenge Paper Cutter
- ◆ Horizon Book Binder
- ◆ Komori Printing Press
- ◆ LEDCO Laminator
- ◆ Phillipsburg Inserter
- ◆ Other equipment